

Standard Department Narrative Form

Department Name: **Board of Registrars**

Department Number 161-Included in Town Clerk Budget

Purpose of Department/Mission

The Board of Registrars is responsible for registering voters and running elections.

Department Staffing

- Three part-time appointed registrars who receive an annual stipend
- The Town Clerk, who receives an annual stipend for this service
- Numerous part-time appointed poll workers, Street List and Census workers

Mandated Services

- Creating voter lists
- Creating ballots
- Hiring staff to ensure only registered voters cast ballots
- Counting and tabulating the results of elections
- Reporting the results of elections to the Commonwealth of Massachusetts.

Other Programs/Services Provided

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Revenues Generated

- Reimbursement from the Commonwealth for extended polling hours